

DEPARTMENT OF COMMERCE  
EMPLOYMENT SECURITY COMMISSION  
CHAIRMAN'S OFFICE

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated November 30, 1989. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

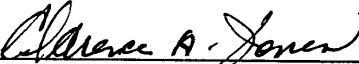
CHAIRMAN'S OFFICE

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

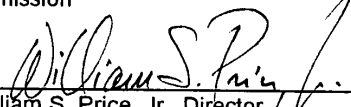
CHAIRMAN'S OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


APPROVAL RECOMMENDED


  
Clarence A. Jones, Records Officer  
Employment Security Commission

  
Ann Q. Duncan, Chairman  
Employment Security Commission

  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
S. Davis Phillips, Secretary  
Department of Commerce

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

February 15, 1993

JH

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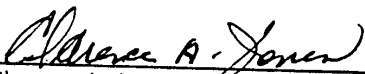
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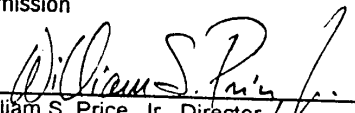
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February 15, 1993

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

JH

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**ITEM 422. EMPLOYMENT AND TRAINING ADMINISTRATION CORRESPONDENCE FILE.**

Correspondence between the Employment Security Commission and the U.S. Department of Labor's Employment and Training Administration. File includes records concerning national and state employment security programs and policies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 11906. COMMISSION MEETINGS FILE.**

Draft copies of the minutes for Employment Security Commission meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 11907. INTERSTATE CONFERENCE OF EMPLOYMENT SECURITY AGENCIES (ICESA) FILE.**

Records concerning the ICESA, a federally-funded organization representing employment security agencies throughout the United States that keeps state employment security agencies informed about national employment security legislation. File includes reference copies of budgetary information, bulletins, periodic reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.